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Executive Registry

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OFFICE OF THE DIRECTOR

act. memo

Action Memorandum No. A-303

Date 23 October 1963

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ACTION

SUBJECT : The Establishment of a Centralized Record of All Inter-Agency Meetings at Which Agency Personnel are Represented

REFERENCE:

1. It is important that we possess a centralized record of the various inter-Agency meetings that Agency personnel attend. This will provide a means to establish a clearing house for seeing that there is no duplication in our attendance at these meetings; it will also provide a means to make certain that Agency representation at these meetings serves all Agency interests as effectively as possible.

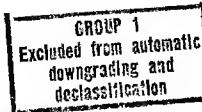
2. In this connection I would appreciate your office providing by 14 November the following information on each meeting attended by personnel of your component:

- a. The name and purpose of each meeting.
- b. Who chairs it.
- c. Where it meets and the time and frequency of each meeting.
- d. A brief description of the type of business discussed.
- e. Who from your component attends this meeting.
- f. Are Agency personnel from components other than yours present at these meetings? If so, who?

MEMORANDUM

SUSPENSE DATE: 14 NOV 1963

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g. Is any business taken up that affects Agency components other than your own? If so, do you have an agreement to represent that Agency component at the meeting?

h. Are minutes of the meeting kept?

3. It is not necessary, of course, to mention ad hoc meetings or irregular and informal meetings between desk chiefs, etc. What I do have in mind are: task forces, panels, seminars and agency meetings (other than CIA) which CIA officers attend.

(signed) Lyman B. Kirkpatrick

Lyman B. Kirkpatrick
Executive Director

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